

CHECKLIST -

PRINCIPLES AND DIRECTIONS FOR THE REOPENING OF UMC FACILITIES IN MICHIGAN



BEFORE MAKING THE DECISION TO REOPEN

	Pray for God's guidance and build the plan on a theological foundation
	Make decisions in community, gather a team
	Collaborate with other church leaders in your community and public health experts
	Review 'Principles and Directions for the Reopening of UMC Facilities in Michigan' in its entirety
	Communicate with the congregation throughout the planning
	Assess your congregations level of risk (found in section B of Principles and Directions document)
	Consider the most vulnerable members when making plans
	Identify vulnerable and high-risk individuals and groups in your church and community
	Ensure you have supplies of hand sanitizer, masks, soap, tissues, cleaning products, etc.

PRE-PLANNING

	Approach planning realistically
	Stay informed on current CDC updates and guidelines
	Observe physical distancing and protective guidelines in reopening plans
	Communicate with your congregation how the church will be implementing and following recommended physical distancing guidelines
	Contact insurance company for restrictions, recommendations and requirements related to policy coverages

PRE-PLANNING (CONTINUED)

	Make a plan for infection response
	Have a system in place to track contact between people
	Plan for how leaders will address infractions to safety policies put into place (not physically distancing, not wearing masks, etc.)
	Consider outdoor/parking lot worship options

PHASE I - SMALLER GROUPS ALLOWED

	Worship leaders recording or live streaming from the sanctuary should observe physical distancing and protective guidelines
	Small groups and committees beginning to meet at the church should observe physical distancing and protective guidelines

PHASE II - LARGER GROUPS ALLOWED

	Plan around physical distancing protocols of 6 feet around households
	Remove pencils, pens, envelopes, welcome pads from pews/chairs. Bibles and Hymnals should be removed when visual technology is available
	Consider the use of reservation to plan for seating, worship times may need to be adjusted. Be sure to hold space for guests
	Prior to the first in-person gathering, share plans with all members via appropriate communication routes (email, social media, phone tree, newsletter, etc.)—make re-entry date, procedures regarding entry/exit, social distancing, wearing of masks and other changes known to all
	Request attendees to wear face masks and take precautions to reduce risk if they choose to attend
	Remind attendees about alternative practices and norms (communion, offering, greeting, no singing, etc.)
	Thoroughly clean building after each public gathering using approved disinfecting cleaners. Pay extra attention to high-touch areas such as door handles, handrails, pews, bathrooms, light switches, and microphones.

PHASE II - LARGER GROUPS ALLOWED (CONTINUED)

	Consider closing off non-essential areas of the building and limiting bathroom usage to single occupancy (or close every other stall).
	Model and communicate the importance of healthy coping approaches
	Show empathy and grace to each other
	Support each other socially, emotionally and spiritually
	Share information about common signs and symptoms of COVID-19 with the congregation through email, website, posters in the building
	Have a plan to lovingly turn away members and attendees to return home if they are ill, suspect they are ill or have come in contact with someone who is ill within the last 14 days
	Continue current alternative worship opportunities and communicate to church members that they are still available

PHASE III

	Review practices and adjust protocols as necessary
	Review Addendum A regarding Considerations for Reopening Children's Ministry when appropriate